CHALK-BOARD FINANCIAL

COURSE FACILITATOR GUIDE

Daily Set-up:
* Link Powerpoint/Keynote to Projector Display via cable or Airdrop
* Set up Drinks and Snacks
* Turn on Music
* Greet Students at the door

Day 1: (Slide 2): Intro's and Icebreakers
* THANK everyone for coming…

* *** The ICEBREAKER for the day:** What you'd do with $500 if handed to you right now. What brought you here today? This is a round table- so the the room engage on this so you get a face to names.

Housekeeping and Baselines:
1. Let the students know that Jonestown Bank is offering cash savings for completing the course to all high school students. In order to receive the stipend the student must achieve each of the following:
   * Attend the workshop series (allows for 1 missed class)
   * Establish 3 financial goals
   * Complete a budget
   * Create a resume
   * Complete skills and personality exploration activities in the workbook.

2. Have each student complete a BASELINE sheet and collect. **THIS IS SOOO IMPORTANT!** Keep for the end of the workshop series as it will be revisited.

The workshop starts here!
Slide 3: Chinese Proverb Quote
* Engage the students on what this might mean relating to $.
* I bring this up because most of us aren't taught the life skill of managing money…. We're here to help you change that.

Slide 4/5:
We talked about what you'd do with $500. You've planned what you'd do with it. You created a financial plan. Don't let the term financial planning intimidate you. NOW.. We're going to hopefully help you become savvy money managers. Stick with me!

We are here to help you learn to make the best allocations and make money start working for you!

Slide 5:
The 3 main components of Financial Planning:
-A budget or spending plan. (Allows you to tell your money what to do on the monthly living expenses)

-Savings Plan: Are you putting money aside for long term goals

-Investment Plan: Allocating funds for retirement. This could be a combination of IRAs, life insurance and other interest building assets.

How little or much you plan the above categories will have ONE of the BIGGEST IMPACTS on your life. We'll talk through these components in more detail over the next few weeks.

Slide 6: So Where do I start??
First-
What are your financial needs and wants? What is a need versus a want?
Financial needs are housing and food for example.
A want is a luxury item. The latest iPhone or new laptop…

I like using this example: Buying groceries at the store fulfills a need. Eating out at a restaurant is a want. Who knows what the difference is?

(This is also a good easel project- let students engage by writing their examples of needs and wants on pasteboard easels.)

Give students a few minutes to write out a few needs and wants in workbooks. (2 minutes)

2nd: Financial Goals: What is your END GAME? What are you aiming toward? Is there something you want to do or have at some time in the future? Take a quick minute to jot a few down in your workbook. (PAGE 2-3) ** NOTE- this fulfills a JBT requirement toward stipend certificate.

Slide 7: What are you Working toward?

Maybe you're drawing a blank at the moment. Heres a quick financial freedom snapshot of what you could aim toward.

I won't go into extreme detail on all these points. You are just starting out on your financial journey. I'd like to point out though that this 7 point checklist is what millions of people are working on to get out of debt and reach financial peace. My hope and dream is in taking this workshop you project yourself onto a positive financially rewarding journey and not deal with step # 2 which takes years and years for people to overcome. DEBT.

My question to you... what do you think Financial Peace is?

The other point I'd like to quickly make note of on this slide is what a living expense is. Living expenses are exactly what it says. What it costs to live and breathe. Food, electricity, internet costs, phone etc… this is not classified like debt because it won't go away, like debt will.

Slide 8: Smart Goals

You had created a list of goals a few minutes ago… Now we are going to show you how to make sure your goals are S.M.A.R.T.
Specific- is it focused on just one thing. Many times, inadvertently goals can be overwhelming because they are lumped together. For instance, "getting out of debt" If you have 50K in debt over numerous accounts getting out of debt could be a great goal but now lets make it S.M.A.R.T

Within debt, I might have a dr bill, a credit card bill, a car loan and so on… To get specific would be to focus on just one bill at a time to pay off.

Measurable: This part is easy when it comes to money. Its a set amount that you might want to save or pay off debt.

Attainable: Is paying off 50K in debt attainable? Yes, but specifically a $400 dr bill is MORE attainable. Its still working toward the overall goal of paying off debt.

Realistic: is paying off $50k in a year realistic? not in my world… Give yourself grace and make things attainable and realistic. You won't stick to something that isn't realistic.

Time: Take your goal and give yourself appropriate time to achieve.

Slide 9: So You've Got Goals

Yay Goals! But now what? I'm sure you've heard it write down your goals or dreams etc. Writing things down proves a step to action taking. Have you ever written down goals?

Once you have your goals written down, the first step is to prioritize them. Are they short or long term goals? And then on each goal we want to break them down into 3-5 Actionable steps. This is key, because these action steps are the little things you can do to make a bigger goal more attainable.

Lets Take a look at an example. (SLIDE 10)

Slide 11: Assets and Liabilities
Think of it like this:
Assets: put or keep $ in your pocket.
Liabilities take money out of your pocket.

Which one are you growing? In the financially fit world and mindset, "wealth building isn't about the money you make, its the money you keep."

Remember that as you start your financial journey!!

Slide 12- take a few minutes to adjust or edit a few of your goals- making sure they work with the SMART system.

(Page 3 of your workbook gives you a chance to break down your goals and make them achievable.)

Slide 13: Tips and tricks for reaching goals.

Give yourself realisitic adjustable timeframes to achieve your goal.
Prioritize: This is a useful skill in itself. Knowing what your put first and more urgently above other items.

Adjust a budget- we'll talk in more detail about this

Slide 14: Recap
Quick chat through each bullet. Engage the students to give as much input as possible.

Workshop Session #2.

Icebreaker: To play, you simply ask each person to brainstorm three "facts" about themselves -- two of the facts will be true, and one will be a lie. Class can guess the lie.

Module 2: Slide 15 Where is My Money Going?
This module will currently tell you about how save/spend and in essence a snapshot of your current financial plan.

Slide 16: Where is My Money Going?
In making a financial plan you need to find out where your finances currently stand. Determining how much money you are receiving and how much you are spending/saving will help show you your ability to achieve your financial goals.

We talked about having financial goals and now we are going to look at how you currently are using your money. Lets start with your income. Maybe some of you do not have a job or income. We can still work through this section and you'll also quickly see how it works. Hang with me!

Where do you get your money? Job? Bank of Mom and Dad? Allowance? Lets put a total sum to what you make a month.

Next, we look at spending. Cell phone? Gas for the car? Car insurance? Owe that Bank of Mom and dad for something? This is considered debt. This is where some of your money goes to pay each month.

Slide 17: Class Activity: Take a few minutes and think about all the money you have spent over the last week. Sodas, snacks, new games, clothes etc.. jot it down on page 4 of your workbook. Also add up any money you might have been paid.

Here's the challenge: Does your Spending match your financial goals?

Slide 18: Now that you have your goals and your spending written down, you can plan on how to reach your goals.
Decision making and internal and external factors are HUGE influences on the way you handle money which affect your financial planning.

What if the amount of money you need to save each week is more then you make ? Its a common situation that nearly everyone all over the country faces on a daily basis. This is a SCARY place to be. Lets talk about it. WHY?

Slide 19:
Lets talk about what I'd call Modern Day Slavery.
DEBT picture… example of living paycheck to paycheck- only paying bills, no savings, and getting no-where...

Slide 20: Talk through the slide. Let students answer on how much for food, clothing, gas, dining out and entertainment. Remember everything gets subtracted from $654.75

Slide 21: Beware the Snare! Does your current situation lend to reaching your goals?
Let Students Engage on what Living Below your Means and Lifestyle Creep Might Mean.

Time-frames- what if 2 goals are needed simultaneously
How to prioritize. By Time frame
How to adjust a budget
Creating a saving system as simple as envelopes

Slide 22: Decision Making for Goal Reaching!
Examining options… go back to the tire example. A bunch of brands, but what does your car need and what is your budget.
Weighing pros and cons….keep it simple and write them down.

Choosing best for you and your needs, not your best friends, not your gf or bf… YOU! You might chuckle at this, but have you ever had peer influence alter your choice? Deep down you're not always happy with the result.

Of course, not all decisions are equal. Some are a passing thought, while others can impact the rest of your life. In fact, some of the personal and financial decisions you make today will affect decisions you will make far into the future.

A good barometer for decision making on some financial fronts is: Am I growing my Assets or my Liabilities?

Slide 23: Internal and external factors
Re-iterate the importance of deciding for oneself. Remember your best friend doesn't have to work at your job to pay for the tires that you need. The advertising won't change.There will always be something bigger and better.

Slide 24: Sticking to the plan
Read bullets and add examples: Potential roadblocks might be a smaller paycheck because you worked less hours

(Students can use page 5 of workbook to help them stick to their plans!) Give them a few minutes to jot down thoughts.

Slide 25: Recap
Chat through and let class ask any questions they might have.
***** For next week!! This is a JBT stipend certification requirement: come to class with a potential career you might consider post graduation and the starting salary that job is paid. ****

Session 3, Module 3: Budgeting
Icebreaker: If you could have any celebrity over for dinner, who would it be and why?

Slide 27: What is Budgeting
Smart money managers know exactly how much money they can count on coming in, and exactly howmuch money they need to spend on bills and day-to-day purchases. They also know how much they can set aside to save for their bigger financial goals. And again, it all comes down to making a spending plan, or budget.

When you completed your spending log in Unit 1, were you surprised by how much you spent on certain things?
Tracking your spending showed you where your money is really going. But that information becomes even more valuable when you use it to create a spending plan, or budget.

What it is: A spending plan or budget is a plan for managing your money during a given period of time. It's not about depriving yourself of favorite things. It's about seeing all your options and making smarter choices so you can get the stuff you really want. It'll help you !nd more money for the important things— often just by skipping little purchases you don't care that much about.

Smart Spending…
Lets suppose your spend log showed you bought a soda everyday for $1. By the end of the month, you've spent $30. By the end of the year, $360 in soda! Seeing how you spend your money, allows you to prioritize what you may want to spend or save on.

Living Below your Means or LBYM: Engage students with pairing and sharing on ways they could live below their means.

$ Habits: How do you currently spend? Does money burn a hole in your pocket and you have to shop? Or maybe you just save save save...

As with your financial plan, your budget will change as your income grows and your priorities change. Right now you probably spend a lot of your money on clothes and entertainment, and maybe you're saving for a car or college. But in 10 years, you'll probably be making a lot more money. A big chunk of your income will be going toward renting an apartment or paying for a home mortgage.

Slide 28: Values/Personality and spending
Think about the choices you would make if you were "given" $500 to spend. This will reflect what is important to you. By knowing what you value, you can design a personal spending plan that will f!t your values and goals.
Everyone relates to money in different ways. The way we manage our financial lives is in a large part influenced by our upbringing, peers, friends, neighbors, socioeconomic and cultural backgrounds.

Slide 29: Income
Before we talk about income, we need to take a look at cash flow. Cash flow refers to the money you have coming in, as well as the money you have going out.

Income makes up the first part of the equation—it is any money you receive. Obviously, income is money you earn from a job. But it can also be your allowance, a check for your birthday, money from selling your stuff, and even interest you earn on your savings account.

If you have a job, you probably were surprised when you received your first paycheck! Most likely, it was for less than you expected because your employer subtracted money for a number of items before writing you the check.
These items are called payroll deductions. I included this in the income section because these are numbers and figures you need to understand that come along with the income section.

For most people, taxes are the biggest deductions. Taxes are fees that support government programs and are required by law to be applied to income, property, or goods. Government programs may be run at the local, state, or federal level, which is why you'll usually see more than one level of government listed on your pay stub. All of these taxes pay for a variety of services we use, such as road maintenance, public schools, armed services, and retirement income for the elderly. The most common tax deductions on a pay stub are federal income tax, state income tax, Social Security tax, and Medicare tax. Most recently the healthcare tax also greatly effects the income portion of your paycheck.

How you manage the net portion of your paycheck is cash flow management.

Lets talk about Gross vs net. Anyone tell me the difference? Engage the class with this one.

Slide 30: Expenses
So now that you understand more about the income part of cash flow, it's time to talk about the expenses part. Expenses are what you spend money on— your needs and wants. There are essentially three types of expenses:

Fixed expenses cost the same amount every time. Your parents' mortgage (home loan) is usually a fixed monthly payment or !xed expense. A car loan is also usually a !xed monthly payment or fixed expense. You typically know exactly how much is needed each month for a fixed expense. For example, a person might pay $250 every month to pay off a car loan.

Variable expenses fluctuate in amount, so you usually have more control over how much they'll be. Food is a variable expense because prices fluctuate and will effect the amount you spend. You can probably predict that a variable expense is in an approximate range of spending. For example, groceries may cost $100–$200 per week for a family depending on what kinds and the amount of food purchased.

Periodic or occasional expenses are ones you don't pay every month, and can be either fixed or variable. For example, some people pay their car insurance (a periodic expense) every six months instead of every month. But paying for auto repairs is an occasional and variable expense—you only pay for repairs when something happens to your car, and the expense will vary depending on what kind of work is needed.

Slide 31: Your turn! Page 6 of your workbook - give students a few minutes to write out possible or potential variable expenses.

Slide 32: Most Important Expense.
What do you think is your most important expense? Ask this question to the class!! its a fun way to see what they come up with..
You.. are your most important expense. PYF! Pay Yourself First.

Saving is an all-important part of reaching your financial goals. Remember the exercises you did in Unit 1 to figure out how much you needed to save each week or each month to realize each Financial goal? Saving those amounts should become another “expense” you include in your budget.

Every financially savvy person knows that the secret to doing this is called P.Y.F., or “pay yourself first.” Basically,whenever you receive money, you should immediately put a certain amount into an account that you will set aside to use later to meet a long-term financial goal. You might even choose to use this P.Y.F.fund to grow more money. You will learn more about this in the investing unit.

If you don’t, you’ll be tempted to spend your money on other things, especially those variable expenses like food, clothing, and entertainment. Paying yourself first helps ensure that you’re able to pay for the things that are really important to you in life.

You will always have to make tough choices about how you spend your hard-earned money. But having P.Y.F. money in your budget makes it more likely that you’ll reach your short-term and long-term goals because you’re consistently saving for them. It doesn’t take much to start, and as you’ll see, your money starts to add up quickly. When you pay yourself first, you don’t even miss the money, because it’s like you never had it in the !rst place. So why not begin today by saving just 10 percent, or one dime from every dollar you get? (P.Y.F. is also a good way to have an emergency fund. It’s true that money being saved for other things is tapped to meet a pressing need, but that’s part of the reality of budgeting.)

Slide 33: Building a budget
So how do you create your budget or spending plan?
First, decide the time frame for tracking your income and expenses. Will it be weekly or monthly? Most people use a month system as bills are usually paid once per month.
2- List all the money you have coming in. It’s helpful to break it down into categories—such as work, allowance, and “other” for gifts of money, or money you make from selling your stuff. Then total all your income.
3 You need to make categories for each of your expenses. Don’t forget to include P.Y.F.! If you divide your expense categories into !xed and variable, it’ll be easier to see which ones you can adjust, if necessary. Remember, you should have a category for everything you regularly spend money on. Then total your expenses.
4. Subtract your total expenses from your total income. If the number is negative, you need to go back and adjust some of your variable expenses until the number is a zero. If it’s a positive number, you may want tot hink about adding some to your P.Y.F. line so you can reach your goals a little faster!
5. Step back and look at your budget and your !nancial plan. Do you need to tweak it to bring your spending plan more in line with your !nancial goals?
6. Be sure that your total expenses don’t exceed your total income.

Slide 34: Build your Budget- (***JBT stipend requirement)
Lets break out those careers you researched and salaries you learned you could potentially make. If you forgot- we have some to reference.

The budget templates that can be used are a printout you can bring to class. If they sign up for our email list, they can download the link as well. This must be shown at any follow up workshop.

Slide 35: Staying on track
A variety of methods are available for making sure you stay on track
with your budget. Talk to your parents or other adults about strategies

they have found to help them stick to a budget. Or maybe these aren't good role models for you… find a system that works for you.

Envelope system: Literally labeled paper envelopes. Nothing fancy but works! When you get money, distribute it among the envelopes based on the expense amounts in your budget. When you need to spend money, simply withdraw cash from the appropriate envelope. When the envelope is empty, you're either done spending in that category, or you have to move money from another envelope into the appropriate one. If you also note on the envelope each time you add or remove money, as well as the date, amount, and reason, it will be easy to see where you underspent or overspent and, more important, why.

Tally System:
keep a tally of your spending categories and save your receipts. Then at the end of the day or week, you enter the amounts on the receipts below the amount budgeted for each category. This system is accident prone if you lose or forget to ask for receipts etc.

Track Checking Account Register:
As you spend cash,make a note of what and how much you spent in the payment/debit column so you can track every dollar you spend.

The Budget Spreadsheet- we can send you a template. Go to our site: chalkboardfinancial.org and click on Free Resources.
If you're handy with computer spreadsheet software, you can also create a worksheet with all your budget information. Each time you receive or spend money, enter the amount in the appropriate cell for that category and update the totals.

Personal Finance Software
If you're ready to get more advanced, software programs can help you monitor your budget. They also can help you track money in various accounts, as well as provide summaries of your loan and credit card balances. Mint.com, personal capital,YouNeedabudget, is another… quite a few out there.

Budgets are not meant to be written in stone because each element of your budget will change over time. Certainly, your income will change. At some point, you will probably get a full-time job. If you get paid a salary, your income will become a lot more predictable.

Slide 36: Recap
Chat through bullet points with students and ask questions.

Day 4 Module 4 Saving and Investing

Slide 37/ 38:

ICEBREAKER: Say you're independently wealthy and don't have to work, what would you do with your time?

You already have several powerful tools for reaching your financial goals, including a financial plan to help you map out the route and a spending plan. In this unit, you will be introduced to two more powerful tools—saving and investing—which will really put your money to work for you.

Saving: …is what people usually do to meet short-term goals. Your money is very safe in a savings account, and it is usually earning a small amount of interest. It's also easy for you to get to your money when you need it — just go to your bank and make a withdrawal.

Investing: …means you're setting your money aside for longer-term goals. There's no guarantee that the money you invest will grow. In fact, it's normal for investments to rise and fall in value over time. But in the long run, investments can earn a lot more than you can usually make in a savings account.

Can you name a few saving methods.
Savings accounts
CD's
Auto-deposit
Free online savings accounts Capital 360

Investing methods:
Bonds
IRA/Roth IRA
401K

Slide 39*** Reference Pages 10- 12 of the workbook for a great visual for students!
There's a huge advantage to investing early. Let's say you start investing $2,000 every year when you're18. You put it into an account that grows by 7% each year, and continue to invest the same amount for 10 years. Then you stop and just let that money sit for the next 38 years, where it continues to grow at 7% a year, until you're 65 years old.
Now say your sister decides not to invest until she turns 31. Then she puts $2,000 a year into an account that also earns 7% a year — and does it for the next 35 years, until she turns 65. Who will have more money? You will! have about $85,000 more, in fact. After investing only $20,000, your account will be worth $361,418. But even though she has invested $70,000, your sister will have only $276,474. That's because you had the power of time on your side. If you stick with investing $2,000 per year from age 18 through age 65, you could end up with more than $706,000***** (EXPLAINS INTEREST)

Earned Interest: is the payment you receive for allowing a financial institution or corporation to use your money. You may not realize it, but your bank doesn't keep every dollar you deposit on hand. It may lend some of that money to other bank customers or deposit it with a government bank for safekeeping. So the bank compensates you for that by paying you interest on your savings account.

Both of these examples demonstrate the time value of money and show how much its three elements — time, money, and rate of interest — can help you reach your financial goals.

Some notes on Interest:
* The more money you have to save or invest, the more money you are likely to earn.
* The higher the rate of interest you earn, the more money you are likely to have.
* The sooner you invest your money, the more time it has to make new money, making it likely that you could earn much more as a result.

The reason the time value of money concept works is because of compounding. Compounding or compound interest is the idea of earning interest on interest. Think of it as super-sizing your account, because it's one of the most powerful principles in personal !nance. It can make a big difference in whether and when you achieve your financial goals.

Slide 40: An Array of Investment Options

Diversification is reducing investment risk by putting money in several different types of investments. By spreading your money around, you're reducing the impact that a drop in any one investment's value can have on your overall investment portfolio. A mutual fund is an example of an investment that uses diversification.
For instance, say you get $100 and decide to put $50 into both a money market account and a stock.Five years later, the stock company has collapsed from a scandal, and the stock you invested in is worthless.Yes, you've now lost $50. But you would have lost the entire $100 if you hadn't split your investment between the money market account and the stock. That's a simplified example of how diversification help lower the risk of your investments.

Earlier you learned about the value of paying yourself first. You also learned that it doesn't matter if you can only pay yourself a little at first because money can build up quickly thanks to the power of compounding and choosing the right investments. Right now you have one of the most powerful advantages in building wealth—you're young, and time is definitely on your side. Steady Eddie knows that one way to take advantage of time, even if you don't have a lot of money to set aside yet, is called dollar cost averaging. Dollar cost averaging is the practice of investing a fixed amount in the same investment at regular intervals, regardless of what the market is doing. It's another key investment principle to know because it eliminates having to worry about investing at the "right" or "wrong" time.
Dollar cost averaging evens out the ups and downs of the market. As the price of the investment rises, you simply end up purchasing fewer shares and when the price falls, you end up purchasing more.

Slide 41: Recap

Day 5: Module 5:Good Debt/ Bad Debt (Slide 42)

Icebreaker: If you had a time machine, would go back in time or into the future?

Slide 43:
Say you dream of buying a $15,000 car. Even if you saved $200 a month and put it in a savings account where it earned 3 percent interest, it would still take you seven years to save what you needed to buy the car.Seven years is a long time for most people to wait for wheels!

How you get the car sooner?—by taking out a loan.
You'll still have to save some money for a down payment on the car, but you'll end up getting the keys much faster than having to save the whole amount. Of course, as you'll soon see, you'll have to pay extra for this privilege.

Car loans, school loans, installment loans, and credit cards are all based on the use of credit. And like any other tool to manage your finances, you can use credit wisely, or you can use it poorly. While some types of credit work better in certain situations than others, they all follow the same basic pattern: buy what you want now and pay for it later. This may sound like a tempting deal, but it comes with a price. In this unit, you will learn about ways to manage your use of credit wisely.

Credit can be a valuable addition to your financial toolbox if you use it carefully and sensibly.

Credit means someone is willing to loan you money—called principal—in exchange for your promise to repay it, usually with interest. Interest is the amount you pay to use someone else's money. So the higher the interest rate, the higher the total amount you pay to buy something on credit. The best part about credit is that it lets you buy something—like a car or a year of college tuition— you couldn't otherwise afford if you had to pay for it all at once. You get to buy the item now but pay for it over a period of time, usually with interest.
But sometimes people use credit purely for convenience. They have the money but don't want to carry cash with them. Or they simply decide they want something NOW and don't care if they have the money, and use credit for immediate satisfaction, which isn't a smart use.

The Cost of Using Credit
As mentioned earlier, using credit comes with a price. The biggest part of that price is usually the interest rate, so it definitely pays to shop around. Advertisers like to focus on the size of the monthly payment—"
Buy it now for only $19 a month!" But that doesn't tell you what you'll really pay for the item. So savvy shoppers know to first read the fine print of a credit card or loan application, then compare several options before making a final choice. Doing so can make a big difference in the total cost of an item.
The key credit feature to compare among credit offers is the annual percentage rate (APR), which tells you the cost of the loan per year as a percentage of the amount borrowed. The law requires that all lenders calculate the APR exactly the same way, so this is the best number to use for apple-to-apple comparisons.

The APR also incorporates some of the costs of obtaining that loan, giving you a truer estimate of your total cost to borrow money than by the interest rate alone.
Sometimes you'll see a low introductory interest rate advertised on a credit o"er. These "teaser" rates usually expire in a few months, then increase—a lot. It's important to read the !ne print of a loan application to find out what you're getting into.

Slide 44: Fees chart

Slide 45: Benefits of Credit
Convenience: Easier and safer than carrying cash. Also convenient for travel expenses.

Protection: Buying items with a credit card can make it easier to get a refund if there's a problem with an item you purchased. Also, some cards offer buyer protection—a type of insurance for items you buy with a credit card in the event you find them damaged after purchase. This protection also may apply to items mistakenly charged to your account.

Emergencies: With a credit card, you always have a way to pay for emergency expenses. If your car breaks down on a Sunday morning, you're going to get back on the road much faster if you charge the repairs than if you try to find a nearby bank from which to get money.

Opportunity to Build Credit: Using credit responsibly is simply the best way to build your credit history(which is def!ned later in this unit). It makes it easier to get more credit when you need it later.

Quicker Gratification: Credit allows you to buy and use an expensive item, such as a car or house, while you're paying for it instead of postponing your purchase until you have enough saved.

Special Offers: take advantage of special offers, such as a reduced interest rate for a limited time, or even deals to buy now and make no payments until next year. These offers decrease the short-term costs of using credit.

Bonuses: Some types of credit also offer bonus points such as frequent-#yer miles or cash rebates for every dollar you spend. But credit card holders often pay for these perks through higher interest rates or annual fees.

Slide 46: Risks of Credit
Interest: Interest is the amount you pay for using credit. This automatically makes the item more expensive than if you had just paid for it with cash.

Overspending: Buying items that simply can't be afforded. As time goes on and the amount they owe grows, it gets harder and harder to pay down the balance.

Debt: The amounts you borrow add up to what is called your debt, or the entire amount of money you owe to lenders. It can completely derail your financial plan—and your future.
Identity Theft: Identity theft occurs when someone uses your personal information without your permission to commit fraud or other crimes.

Slide 47: The 4 C's of Credit…Collateral. This is an asset of value that lenders can take from you if you don't repay the loan as promised. When you put up collateral for a loan—typically for a home mortgage or car loan—it may be referred to as a "secured" loan.

Capital. Lenders take comfort in knowing that you have personal items of value. In the event you don't pay your bills, lenders will want to know if you have items they can sell to repay the loan. Typical items they look for are an investment account and, in some states, your home.

Capacity. Lenders' chief concern is whether you are able to repay a loan. So key factors of creditworthiness are your income and employment history. A pattern of rising income and steady employment gives lenders more confidence. Of course, if you already have a lot of debt or have an uneven work history, lenders will question whether you are able to make your payments.

Character. Finally, lenders want to know if you're trustworthy. One way they measure this is by looking at your credit history and payment history.

Slide 48: Titans of credit
There are three main credit reporting agencies in the United States: Equifax, Experian, and TransUnion.
By law, people are entitled to a free copy of their credit report from each of these companies once every 12 months. It is against federal law for anyone to obtain another person's credit report without that person's permission.

The most popular credit score is the FICO score. The score ranges from about 300 to 850, with the higher score reflecting a lower risk for the lender. For a score with a range between 300-850, a credit score of 700 or above is generally considered good. A score of 800 or above on the same range is considered to be excellent. Most credit scores fall between 600 and 750.

Slide 49: FICO and credit history
Your credit history will follow you for the rest of your life.
How Credit Hurts:
* Making late payments. Even just one missed payment can affect your credit report.

* Writing checks when you don't have enough money in your account to cover them. (This is often called "bouncing" checks.)
* Having a lot of credit cards and loans. If lenders think you have too much credit available to you, they may perceive you as a risky customer.
* Maintaining high balances on your credit cards and loans. Especially with credit cards, lenders are leery of lending you more money if your balances are too close to your credit limit.
* Changing credit cards frequently. Lenders like to see credit card holders maintain long-term relationships with credit card companies. Your score may decrease a little if you're always switching to cards with a good introductory offer.

Building Good Credit History
- Always pay your bills on time. That's the single best way you can show creditors that you'll be responsible with their money.
- If you have a savings account, its good to make additional regular deposits, no matter how small. Lenders like to see a consistent savings pattern.
- Be choosy about your credit cards and loans. Apply only for the ones you really need, and keep them for a long time.
- Surprisingly, its better for your credit score to maintain a low balance on one card and pay it off each month than to have no balance at all.

A credit report is simply a record of your personal financial transactions, or credit history. Lenders look at it to see how well you've managed credit in the past. Your credit report tells lenders any credit you have, loan amounts you've received, your credit card balances and limits, and whether you paid your bills on time or not at all. In short, it's your credit report card for the past seven to 10 years.

While your personal financial transactions on your credit report detail your current and past borrowing history, a credit score is a number based on your 4 C's.

Slide 50: Debt, Responsibility and the Law
The purpose of this course is to prevent debt and provide the foundation for a strong financial future. But if debt occurs, here are two popular methods used to pay down debt.

One is to take any additional money you may have available and use it to pay off the debt with the smallest balance first. After you repay that balance, apply the same payment amount to the card or loan with the next smallest balance and continue the process until all debts are paid off. This method can be very rewarding because you see progress quickly.

The other popular method is to concentrate first on repaying the debt with the highest interest rate. This method will save you more in interest charges over time, but progress will be harder to see. Either method works, as long as you are patient and persistent.

You do have a responsibility to repay your debts. After all, you agreed to repay the money borrowed plus interest, on time, when you signed the credit application. If you fail to keep your part of the bargain, lenders may take legal action against you to recover what they can.

But you also have rights that lenders must respect. The Truth in Lending Act requires that lenders tell you in writing the true interest rate and total finance charge before you sign a credit application. Lenders also must be truthful and not mislead you with their advertisements.
You also have the right, with certain types of credit, to cancel an agreement with a lender within three days—assuming you return the money borrowed. And if you're ever turned down for a loan or credit card, the lender must tell you the specific reason for the denial as well as the name and address of the credit reporting agency that provided the information.

Another law, the Fair Debt Collection Practices Act (FDCPA), protects you from harassment by creditors. If your creditor hires a collection agency to get you to repay a debt, its debt collector is not allowed to:

Slide 51: What They Can't Do
Use abusive language with you.
Call at unreasonable hours (before 8 a.m. and after 9 p.m.) or an excessive number of times.
Threaten to notify your employer or friends that you haven't paid your bills.
Attempt to collect more than what you owe.
Send you misleading letters that appear to be from a government agency or a court of law.

If a collection agency does any of these things, consumers can sue the collector in state or federal court. Consumers can also report a debt collector problem to the state Attorney General's office and the Federal Trade Commission (FTC).

Slide 52: RECAP
Credit—if you use it wisely—can be a valuable tool in your financial toolbox. Understanding the value of credit really comes down to just four things:
1. Know the real cost of debt. The same item will cost more in the end if you buy it on credit instead of with cash. So choose the credit option carefully.
2. Don't use credit to live beyond your means. If you can't pay for an item in a reasonable amount of time, you shouldn't be borrowing money to buy it.
3. It's all about the details. The fine print is your friend when you're comparing credit options. Uncover the details of what an option may truly cost you in interest, fees, and other penalties.
4. Pay as much as you can, as early as you can. This will help you reduce your overall !nance charges, avoid penalties, and keep your credit report in good standing.

Day 6. Module 6 Slide 53:

Icebreaker:If you Had your Own Talk Show, Who would your First 3 Guests Be?

Slide 54: Print out Unit 5 and cover off on charts and fees for banking.

Day 7, Module 7 Slide 55

Icebreaker: If you could be on a reality TV show, which one would you choose and why?

Slide 56: Assessing your Abilities

This section of our workshop focuses on you and taking stock of who you are and the skills you have.

Slide 57: Resumes
What is a resume? Your resume is a snapshot of your educational, volunteer, internship and/or work background.
Here is a basic outline for a resume.

Objective: This is where you write what position you want within a company as well as what you offer to the company.

Education: This area highlights where you went to school, graduation information, GPA and noted awards.

Work/ Volunteer or Internship Experience: Include the company you worked for, the position you held and the dates you were employed.

Bullet point specific responsibilities and job duties under each position held.

Skills: This area highlights technical skills, software knowledge etc.

Interests: Hobbies or Interests.

References or Letters of Recommendation: Available upon Request.

Create your Resume! * JBT Stipend requirement**

Day 8 Module 8

Icebreaker: Would you rather always be slightly late or super early?

Slide 58: Personal Branding

How do you effectively establish who you are? Think about that and then lets chat about what makes a good company great? Branding. Name a few brands out there that you admire. Again, let students engage. How do we connect branding to us, meaning you and me?

I'm going to urge you to think of yourself as a brand, not as _____your name_____. Here's the question: As a brand, what core values are engrained in you? This takes time to think about and put onto paper, but its more about starting to have self-awareness of who you are.

For example,

Chalkboard Financial has as a core value, Pursuit of Excellence. Whatever we do, I always want to be learning, growing and adapting to the needs and changes happening around us. This could be a change in technology, continued curriculum development or bettering our internal processes, but none-the-less a pursuit of excellence.

The next time you go into an interview, and your asked, why should I hire you, recall your core values and answer honestly. I guarantee as a young individual who answers as a brand citing a core value, you will stand out amongst your peers!

Slide 59: Networking:

We've all probably heard the quote, "Your network is your net worth." This is telling us about the typical, ITS ALL WHO YOU KNOW notion of networking and gaining a job/ career. if both of these statements are talking about people, what should the take-away be? Get to know people!!! ITs all about the relationship.

How to Build: So how do you network?

First, who gets nervous about the word, network? Have you heard it in relation to network marketing and it SCREAMS sales at you? And NO ONE wants to be sold, ever. I'm going to challenge you to change your perspective.

What if you looked at networking like you might look at dating? Dating is about getting to know someone. Take the "what-can-I-get-Out-of-this-person" thought off your mind. Lets try, Getting to know the person for who they are. You'll learn who they are, what they do, work, like, dislike... dare I say.. make a friend?

* Be yourself
* Let conversation flow naturally
* Get out to Job Fairs and Networking events.
* Practice will make it more comfortable.
* Remember, everyone is out trying to meet people. Your all in the same boat, so you might as well be friends with your boat-goers.

How to Maintain a network:
Maintaining a network requires simple email, text or phone follow up. Sometimes it might be a hand written note. Its that simple. Seeing something that reminds you of the person or organization they work with. Don't be annoying. This is a professional friend. Understand everyone's time is valuable, but be you.

Slide 60: Whats Next
Well first, congrats! You've completed our #preventdebt course! We are excited to see where your journey takes you as you plan ahead for life after high school. We encourage everyone to stay in touch. Consider us a part of your network. Let them know the facebook community can be used to post questions on jobs, money and questions to everything we've chatted about. Let them know to follow us.

***__OUTCOMES:__** This is hugely important. Please have the students complete the OUTCOMES worksheet and collect. This is valuable information for nonprofits in general, but to understand this helps us answer to our donors and board members on how we are impacting our community.